

ADRIAN WRIGHT

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Mr. Steven Jones
Human Resources Director
Top Company
123 Industrial Way
Main City, NY 55555

Re: Assistant Vice President Opportunity

Dear Mr. Jones:

A blend of operations, turnaround, and team management experience; the proven ability to prospect, secure, and cultivate key account relationships; and a track record driving record-setting performance gains in the areas of sales and profitability are what I can offer to Top Company. While my résumé showcases the value I have contributed throughout my career, allow me to provide a sampling of what you can expect from me:

- **Thoughtful, visionary leadership:** Transformed teams, cultures, and underperforming business units into lean operating entities exceeding sales, service, retention, and growth goals.
 - *Example: Took one of the poorest performing branches in the company to hold the #1 ranking in profitability, achieving 149% of goal despite operating in a challenging market.*
- **Catalyst for change:** Time after time, identified areas necessitating intervention, developed strategic action plans, and secured the buy-in from team members to produce desired results.
 - *Example: Championed diversification into the commercial / business banking industry for National Bank's Main City market, growing portfolio to 250+ accounts and \$20 million.*
- **Developer of people:** Created training programs to facilitate new-hire orientation and development of existing team members, providing first-time roadmaps to benchmark and best practices.
 - *Example: Designed a formal sales cycle management training program upon recognizing the need to formalize B2B and B2C prospecting, analysis, and account management processes.*
- **Commitment to best practices:** Thrive in an environment founded on solid corporate ethics, implementation of proven techniques, and a dedication to serving as a client advocate.
 - *Example: Selected to have access to highly sensitive employee information, while processing internal loan applications, holding approval authority of \$2 million.*

A recent assessment of my core strengths and work style reinforced my commitment to teamwork, presenting innovative ideas in the face of opposition, and the desire to achieve cohesion for shared goals. In brief, I present new ideas, secure support through presentation of solid business cases, and then lead implementation while securing cross-functional collaboration. I am certain my background and skills would serve as an asset to your organization.

Might we meet to discuss this opportunity in greater detail? I will follow up with you in the next week; but until then, thank you for your time and consideration.

Sincerely,

Adrian Wright

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Enclosure: Résumé